



## OUR TERMS AND CONDITIONS

“We, I, our and us” refers to Simply Wizard

“You, your” refers to the company or individual for whom we carry out the service for.

These terms and conditions apply to the provision of our services to the company or individual to whom we are contracted.

1. You are deemed to have accepted these Terms and Conditions when you accept our quotation, either written or verbally, or from the date of any performance of the Services (whichever happens earlier) and these Terms and Conditions and our quotation (the Contract) are the entire agreement between us.
2. Transport of your goods within the time will be agreed by us and you. Routes are calculated using the AA route planner however we reserve the right to use a route we consider the most appropriate for the conditions and time of collection and delivery. Our vehicles are equipped with TomTom Satnavs and are GPS tracked from collection to delivery. We cannot be responsible for late delivery due to industrial action, unforeseen traffic conditions or act of god.
3. Accurate information regarding your consignment weight and dimensions is required at the time of booking, failure may incur an extra charge, purchase order number or contact name is also required.
4. We will not be responsible for any damage caused by items packed or palletted before collection by us.  
We are fully insured for Goods in Transit up to £25,000 for consignments in our possession. If a higher figure is required then please contact us in advance of your collection. Proof of insurance can be produced by our representative at the time of collection.
5. If required a two-man team can be provided with prior notice. We are not under any obligation to load or unload consignments or provide any specialist equipment for this purpose, notification must be made to us in advance.
6. We are covered for Public Liability insurance for incidents that occur on or off our business premises up to £1 million.
7. Invoices are generated on the last day of the month and must be settled in full 30 days from the date of invoice either by cheque or bank transfer. For new customer's payment must be cleared prior to collection and will be assessed on a case-by-case basis for account facilities.
8. For cancellations on collection full payment is required, no payment is due if more than 24 hours notice is given.
9. For Data Protection we ensure that your personal information is treated with confidentiality by our representatives.

If you have any other questions concerning our terms and conditions please contact us.

JANUARY 2017